

## Exceptions to Faculty Credentialing Policy (Provisional Status)

Based on Florida State University Policy 3A-2: [Policy for Credentialing Faculty Members](#)

1. Whenever possible, only applicants who present documentation that they have earned the highest degree in their field prior to appointment should be offered faculty positions. All reasonable efforts must be made to obtain faculty credentials (e.g., transcripts of doctoral degree), prior to offering a faculty contract.
2. Exceptions to this may include:
  - a. Potential candidates for salaried faculty positions whose official documentation of terminal degree (i.e. transcript) is not available (e.g., degree has not yet been posted to the transcript, transcript has not yet been received)
  - b. Potential candidates for faculty appointments whose qualifications to teach are based on alternative credentials (such as relevant coursework, experience, certifications, etc.). Please place specialized faculty candidates in this situation in an Instructional Support line whenever possible.
3. In order to appoint a faculty member as an exception, in a provisional status, the college dean must request and receive permission from the Vice President of Faculty Development and Advancement (VPFDA), [fda-approvals@fsu.edu](mailto:fda-approvals@fsu.edu) in writing.
4. The request should include the following:
  - a. Memo outlining the qualifications of prospective faculty member
  - b. Current curriculum vitae
  - c. Letters of recommendation (3)
  - d. Unofficial transcript
  - e. Copy of request for an official transcript
  - f. Memo from major professor outlining the graduation timeline (if highest degree is in process)
  - g. Alternative or additional qualification documentation (if applicable)
5. Salaried provisional appointments are not renewable beyond one academic year. When official transcripts are received by HR, provisional status can be removed.

**Adjunct Instructor Appointments:** Whenever possible, only adjunct instructors who hold the highest degree in field should be hired and assigned to teach a course. Any adjunct instructor who has not yet submitted their credentials is limited to one semester of employment unless appropriate credentials are received and certified. No exceptions will be made.

**Note: Credentials for all instructional faculty and adjunct instructors should be entered into the Instructor Credentials System immediately upon hire and assignment to a course.**